

Please fill out the following
contact information to request
proctoring services at the Fairfax
County Public Library:

Name: _____

Phone Number: _____

E-Mail: _____

Testing Institution:

Phone Number: _____

Are the exams administered online?

How will the exams be returned to the
institution? _____

Will the institution notify you when the
exam is sent? _____




Test Proctoring

at the Fairfax County Public Library



Fairfax County Public Library
12000 Government Center, Suite 324
Fairfax, VA 22035
www.fairfaxcounty.gov/library

 Reasonable accommodations will be made upon request.
Call 703-324-8380 or TTY 703-324-8365.

February 2005

The Fairfax County Public Library is pleased to provide proctoring services. Although we do not charge for this service, we will be happy to accept donations on behalf of the Fairfax County Public Library Foundation, Inc. (www.fcplfoundation.org) .

While all of the 21 Fairfax County Public Library branches provide proctoring, you will need to contact your desired branch to make arrangements. Only designated branches offer online proctoring.

The student will:

- Verify that the testing institution accepts all library proctoring policies outlined herein;
- Call to verify that the Library branch has received the examination;
- Allow sufficient time to take the examination before the deadline that has been established by the institution or association; the library will hold tests for 60 days or the test's stated deadline;
- Bring appropriate photo ID to the library on the scheduled exam day;
- Come prepared with the necessary or required supplies to take the examination;
- Provide postage in the event that the institution has not enclosed a return, prepaid envelope;

- Allow 7-10 days for normal US Mail delivery or make other prepaid delivery arrangements to return the completed exam to the institution;
- Call the Library branch during inclement weather to verify that the branch will be open during the specified exam time.

The Library is able to:

- Proctor exams for individual students who have made advance arrangements, dependent on the branch's circumstances;
- Serve as delivery and pickup point for mailed exams;
- Receive and print exams via e-mail;
- Proctor online exams at some locations. Call your local branch for information;
- Provide a contact person (the proctor) to schedule the exam, verify the student's ID and certify that the student has taken the exam within a specified time;
- Return the completed exam back to the institution, via any prepaid method.

The Library is not able to:

- Accommodate requests for walk-in, or unscheduled proctoring;
- Provide a private place for exams;

- Provide a staff member to continuously monitor the exam, or verify that the student had no access to materials or assistance;
- Contact the testing institution to clarify procedural questions, or return uncompleted exams to the institution;
- Grade exams;
- Guarantee that the correct material has been received by the Library branch, or that completed exams will be received by the testing institution by a specific date;
- Provide postage or envelopes for returning exam materials to the testing institution;
- Receive or return exams via fax.

